

横須賀基地空席広報

VACANCY ANNOUNCEMENT

Reissue

広報番号 :
Announcement
No.

FEC-CI-006-08(R3)

募集締切日:
Closing Date

27 Apr 09
1st Cut-off: 16 Mar 09
2nd Cut-off: 6 Apr 09

発行日:
Date of Issue

23 Feb 09

1.職種名 Job title (等級 Grade 7 / 語学等級 LAD 4)

Engineer (General), #525

[技師職 (一般)]

受諾可能な下位等級 Acceptable Trainee Level: 1-5

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系
Administrative Blue Collar Trade Security Medical

募集人数
No. of
Recruitment

1 名

4.募集範囲 Area of Consideration

☒ 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity
☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
☒ 外部 Off Base Applicant

5.雇用の種類 Type of Employment

☒ MLC ☐ IHA ☐ HPT
☒ 常用 Permanent
☐ 限定 Limited Term (カ月 Months)

2.部隊 Activity

Naval Facilities Engineering Command Far East,
Operations

Capital Improvement BL Team

In-House Design Division

Cost Engineering Branch (OPCIIR)

勤務場所 Working Place: 横須賀市泊町

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: Mon-Fri

勤務時間・休憩 Work Hours/Recess Period: 08:00-16:45, Recess Period: 12:00-1245

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

6.職務内容 Duties

See attached for detailed duties.

7.資格要件/身体条件 Qualification/Physical Requirements

a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work. If applicant does not have such specialized work experience, possession of doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level.

b. Must be a college or university graduate with specialized education in the field of electrical, electronic, equipment, sustainable design, or related engineering OR possess an official engineering license in the field of electrical, electronic, equipment, or environment. (電気、電子、設備、環境デザイン等の学士号、または電気、電子、設備、環境等の関連分野のいずれかの公的な免許状を有する方。)

c. Knowledge of professional engineering concepts, principles, methods and practices in the electrical, electronic, equipment, engineering field and sustainable design (green building). (電気、電子、設備、サステイナブルデザイン<グリーンビルディング>の内、いずれか1つの分野での職務経験を通じて、その工学分野の原則、技術、方法、手順に関する知識を有している方)

d. Skill in operating Computer Aided Designing (CAD).

e. Skill in operating personal computer applications such as Microsoft Word and Excel.

f. Ability to independently analyze designs/drawings for complete and total projects involving complex features.

g. Ability to study, design, plan constructions, alteration, facility maintenance, systems and equipment.

h. Ability to review contract estimates to determine conformance with military engineering criteria, form accuracy, selection of materials and processes.

i. Ability to speak, read and write English at exceptional proficiency level (LAD-4)

*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below:

Note: Qualification stated in b. for 1-7 level is also required at 1-6 and 1-5 levels.

1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized experience, possession of Master's degree in a related field may qualify him/her at 1-6 level.

1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such specialized experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional		
学歴 Educational Background : See blocks 7 & 8		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8
8. 提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 大学卒業証明書又は卒業証書の写し(電気、電子、設備、環境デザイン等)又は関連分野(電気、電子、設備、環境)等における公的な免許状の写し Copy of certificate of educational background in electrical, electronic, equipment, sustainable design, or related engineering field, OR official engineering license in the field of electrical, electronic, equipment, or environment. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		
9. 応募書類提出先 Office to Submit 内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.): （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible. 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132) 2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.		
10. 事務処理欄 For Official Use		
募集部隊担当者 Activity POC : MS2.3		軍電 (DSN) 243-6198/7275
PD No.:FEC-OPCIIR-002	PD is accurate and current. Certified by Activity:ao	HRO: jt 7/31 yk 7/31 jt 10/6 (12/11) yk 12/11 jt 12/12 (rcvd: 2/20) jt 2/20

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

Working Drawing Estimates for Construction Contracts

75%

1. Independently or with an Engineering Technician (General) #310-5 or #384-6, analyzes contract drawings and makes various types of cost estimates for materials, labor, construction equipments and other related cost of assigned projects which are generally medium sized and contain diversified conventional types of buildings and facilities, involving architectural, civil, mechanical, electrical and structural fields. Visualizes and analyzes every element of projected work described on completed working drawings, from foundation work to completion, such as manpower required for certain phases of equipment operation or manual work, types and number of pieces of equipment required for the operation, types and size of materials, required, etc., based on NAVFAC estimating criteria, local standards of construction estimate, price list of local standard materials, manufacturers' catalogs, precedents, etc. Prepares estimates sheets of labor and materials for assigned projects. In the estimating processes, he is required to develop his own unit costs of material and labor based on data obtained from research and investigations.

Coordinates, advises and/or suggests on more economical and effective methods, discrepancies of working drawings, as detected through analyzes of the drawings.

2. Review of Estimates prepared by A&E Contractors

10%

Reviews material lists, manpower and material estimates prepared by A&E contractors for projects of medium sized conventional types to determine the adequacy of material selection and manpower estimates through analyzes of working drawings, specifications and other reference materials.

3. Analyze bid results/contract work support service. Analyze cost breakdown prepared by bidder from technical and cost engineering standing point prior to award in accordance with Acquisition Department (AQ) request. Make written recommendation and attend analysis meeting held by AQ to support AQ contract work.

10%

4. Performs other related or incidental duties as assigned.

5%